

**SECRET**

DD/S 68-5923

MEMORANDUM FOR: Director of Communications

SUBJECT : Inspector General's Survey of the  
Office of Communications

1. I am forwarding herewith one copy of the Inspector General's Survey of the Office of Communications dated November 1968. The comments made in the first paragraph of the summary section of the report are indeed gratifying.

2. Would you please initiate a study of the several recommendations made by the Inspector General, and let me have your comments on each specific recommendation by 17 January 1969. This will allow sufficient time for discussion of any remaining issues prior to the submission of my response to the Executive Director-Comptroller.

*for* R. L. Bannerman  
Deputy Director  
for Support

Att: IG Survey of the Office of  
Communications dtd November 1968

SA-~~DD~~/S:RBW:dlk (3 Dec 68)

Distribution:

- Orig & 1 - Adse w/cy of Survey
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
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<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

### Remarks:

Attached are two copies of the report of survey of the Office of Communications for use within your directorate.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/IG	11/27/68

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INSPECTOR GENERAL'S SURVEY  
OF THE  
OFFICE OF COMMUNICATIONS  
NOVEMBER 1968

Recommendation No. 1

That the Director of Communications assign one or more professional personnel officers to the new Career Management Staff, filling one of the senior positions with such an officer.

Recommendation No. 2

That the Director of Communications conduct a study looking to the reduction of the number of cryptographers (CTCs) in the Office of Communications, with a proportional increase in radio operators (CTRs), and submit the findings to appropriate authorities for approval.

Recommendation No. 3

That the Director of Communications develop a program emphasizing a more positive approach to the problems of personnel relations.

Recommendation No. 4

That the Director of Communications review the administrative work of the Area Headquarters to determine how it may be reduced in order to free staff officers for a more active program of periodic and planned inspection and work in the field.

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Recommendation No. 5

Recommendation No. 6

That the Director of Communications request the Office of Personnel to conduct a study of the positions of the Chief and Deputy Chief  to determine if they should be raised to grades GS-15 and GS-14.

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Recommendation No. 7

That the Director of Communications:

- a. Formulate a policy requiring that at each overseas post staffed by only one OC representative there also be an additional person trained and qualified in basic communications techniques; and
- b. Coordinate this policy with the Deputy Director for Plans for approval by the Deputy Director for Central Intelligence.

Recommendation No. 8

That the Director of Communications initiate, with the Director of Logistics, a joint review of the duplication in cataloguing research on stock numbers, with the purpose of eliminating the duplication that now exists in this work between the two offices.

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Recommendation No. 9

That the Deputy Director for Support, upon completion of the computer system being installed for the Office of Logistics, initiate a study of duplication of records maintained by the Offices of Communications and Logistics for purposes of stock inventory and parts identification, with the objective of eliminating such duplication; and that this study consider a centralization of all aspects of stock management of equipment and supplies in the Office of Logistics, but still subject to the technical cognizance of the Office of Communications.

Recommendation No. 10

That the Director of Communications initiate a program for more regular periodic security inspections of overseas installations, both by area security officers and by technical teams from Washington, to ensure that equipment and procedures are in accordance with office standards and the requirements of local conditions.

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